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Office Memorandum • UNITED STATES GOVERNMENT

TO : Procurement Office
FROM : Attention: Administrative Officer
Classification and Wage Division
SUBJECT: Classification of Receiving Positions, Operational Warehouse Branch

DATE: 28 May 1951

1. This office has completed a classification survey of positions in the Operational Warehouse Branch, Warehouse Section, which are responsible for receiving incoming material. In the course of the survey, it was found that the receiving positions (Slots 97, 98, 9902) were functioning as an autonomous unit and did not report to or through the Chief, Warehouse Section. Instead, the Chief Receiving Storekeeper was functioning directly under the Chief and Assistant Chief, Operational Warehouse Branch, and this receiving unit had direct operating channels to the various other sections of the Branch.

2. Accordingly, after discussion of the above relationship with the Administrative Officer, Procurement Office, it has been understood that action would be taken by your office to make appropriate organizational adjustment in the current T/O.

3. Upon establishment of the Receiving Unit as a separate section on the T/O, this office will prepare and allocate descriptions for the jobs concerned.

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